



Sample CCR Descriptions

Staff-Administered Enriched Education Opportunity/Opportunities

Overview

CCR descriptions provide an overview of campus engagement opportunities faculty/staff/student-leader provides to student volunteers. **CCR descriptions are meant to clearly explain your opportunity to an outside audience** such as an employer or admission councilor. They also provide students with language they can use for their CV, cover letter, or interview. CCR descriptions are different from the description on your promotional materials.

Format

CCR descriptions should be written in full-sentence form with a maximum length of 500 words. Descriptions may vary in length but it is essential that they include only necessary information. Key pointers:

- Concise
- Written in **third person** (i.e. “the task is” not “in this task I”)
- Written in the **present tense**

Content

Each CCR description should include:

- **Scope** – What is the general purpose behind this opportunity?
- **Responsibilities** – What are the main duties and responsibilities students have from participating in the opportunity?
- **Skills** – What are the main skills students obtain from participating in this opportunity?
- **Hours** – What is the total number of hours (or approximate) involved in this opportunity?

Below are some sample CCR Descriptions that are readily available for you to view and examine when you start to write your own.

We are always available to help you craft and edit descriptions so that they are consistent with other opportunities that appear on the CCR.



Samples for Faculty / Staff

Example #1

Opportunity Title: Remote Learning Assistant (RLA)

Organization: Teaching and Learning Services

CCR Description: *The RLA work-integrated learning opportunity arose from the shift from in-person to remote teaching necessitated by the Covid-19 pandemic. Orientation and job-specific training was completed to support instructors in their remote teaching. All RLAs gained digital skills by developing course materials in the myCourses platform; professionalism by liaising with multiple Faculty points of contact and instructors; problem-solving and clear written communication by troubleshooting course mechanics and other technical aspects and communicating solutions to instructors for a smooth end-user experience for students.*

Example #2

Opportunity Title: McGill Global Health Scholars

Organization: McGill Global Health Programs [Faculty of Medicine]

CCR Description: *Over the course of one year McGill Global Health Scholars provides opportunities for McGill undergraduate students to learn about global health through participation in research and outreach projects. During the summer Scholars are involved in research or outreach projects (240 hrs) mentored by a faculty member and are based in Montreal. Projects may include synthesis of literature, data collection, data analysis, creation of presentations or documents to communicate research findings, manuscript development, patient or family interviews, coordination of events, and assistance with laboratory experiments. In addition, during the academic year the Global Health Scholars benefit from a series of global health workshops and trainings organized by GHP. Scholars involved in the program for the year gain exposure to global health concepts, assist with a real world global health research or outreach projects, increase their knowledge and sensitivity towards different cultures and contexts, are exposed to a variety of global ethical issues in healthcare to promote transformative learning processes, gain enhanced understanding of illness and wellness and examine the root causes or determinants of health issues and outcomes.*

Example #3

Opportunity Title: TechAccel Grant Summer Program

Organization: McGill Engine Centre

CCR Description: *The McGill Engine Centre (out of the Faculty of Engineering) focuses on stimulating and supporting technologically-based innovation and entrepreneurship at McGill University. Its TechAccel Grants Program helps students jump-start their technologically based ideas that have business or social-impact potential while developing their entrepreneurial skills through a seven-part online training platform and one-on-one business mentorship and project funding for product, process, or service development. The program allows participants to define the core purpose of their startup, clarify their vision to their team and potential investors, speak with actual stakeholders to help test the team's hypotheses, and have the ability to present an overview of the startup venture in a convincing and clear way as part for a succinct pitch presentation. Participants also have the ability to showcase their projects at the faculty-led events at the start and end of the program. Engineering graduate attributes: team work, communications skills, lifelong learning.*

Example #4

Opportunity Title: Internship with [name of org] in [city], [country]

Organization: Faculty of Arts (Arts Internship Office)

CCR Description: *The Arts Internship Office enables students to expand their horizons and engage in meaningful collaborations with corporate and community organizations around the world through credit and non-credit internships. Internships are critical to the Faculty of Arts' strategy to enhance non-classroom learning experiences because they provide valuable opportunities for Arts students to apply the skills and knowledge acquired in the classroom to real-world problems. Through their participation, students gain practical skills in their field, are exposed to new ideas or techniques, and gain experience in lifelong learning.*